

**ORIENTATIONS:**

**Veterans Resource Orientation**

Meet with Vet Reps from the YWCA, KC Veterans Program and WA State DVOP. Learn about the benefits and resources available to Veterans, spouses and families. Let us assist you with **your employment**, housing and life stability needs.

**Mondays** **Each week** **10:30AM – 11:30AM**

**SEAP (Self-Employment Information Session)**

Thinking about self-employment or starting a business? The Self-Employment Assistance Program (SEAP) can help you with Self Employment Training (SET), receive business coaching/counseling, develop a business plan, and identify resources available to help your business, an overview of financing options, while continuing to receive your weekly unemployment benefits while in the SEAP program.

**Tuesday** **5/30** **9:00AM – 10:30AM**  
**Friday** **5/19** **1:30PM – 3:00PM**

**RISE Orientation**

RISE provides comprehensive case management to individuals to assist them to address life barriers and set realistic goals. All participants will have the opportunity to attend a free 6 week job/life skills training course. Upon successful completion of training, participants will be eligible for paid internship opportunities. Come and learn more about RISE.

**Thursdays** **Each week** **10AM – 11:00AM**

**CAT/TB Orientation**

Are you receiving Unemployment Insurance benefits and considering enrolling in some additional training to enhance your skills or to change your career path? If so, you will need to apply for Commissioner-Approved Training (CAT) and/or Training Benefits (TB). This workshop will guide you through the requirements, processes, and research needed to submit an application. **Offered at Seattle Central College**

**Wednesdays** **Each Week** **2:00PM – 3:30PM**

**JOB CLUBS:**

**Career Coach Job Club**

Career Coach Job Club is a group of job seekers looking to positively impact their employment options by becoming empowered with "Job Readiness Trainings". These trainings are centered on an online job search tool called "Career Coach". Career Coach is a tool that will provide career advice by providing the most current information on wages, employment options as well as education and training opportunities. In effort to maximize potentials, we ask that job seekers planning to attend gather work history for past 10 years *prior* to attendance as resumes **will** be constructed and edited.

**Mondays** **5/1 & 5/15** **2:00PM – 4:00PM**

**Veterans Job Club:**

This club will give you the opportunity to speak with local employers, hiring managers, visit with guest speakers of different companies and Apprenticeship programs, and networking with other veterans. This will cover skills and abilities, veteran resources, translation of military to civilian occupations, resumes', cover letters, interview skills and other subjects of interest as needed.

**Wednesdays** **5/3, 5/17 & 5/24** **1:00PM – 3:00PM**

**INTRODUCTION TO COMPUTERS:**

**Beginning PC Skills**

Are you new to computers? Want to improve your typing speed? Need to learn how to manipulate a computer and learn to create your first document, then this is the class for you! In this session, you will also work with one of our computer tutorials to help you gain speed and confidence on a computer. All levels are welcome.

**Tuesdays** **5/2, 5/16 & 5/23** **2:00PM – 3:30PM**

**Beginning Internet**

This class will teach you how to use the Internet for job search purposes. No computer experience necessary, however Keyboarding & Mouse class highly encouraged as a pre-requisite

**Thursdays** **5/11 & 5/25** **12:30PM - 2:00PM**

**Computer Assisted Job Search**

"Need tools and assistance to conduct an effective job search? Attend this lab if you want assistance setting up an email account, learning where to apply online, completing an online application, converting your resume to TEXT only, posting your resume online, and want info about career exploration tools. Must have basic computer skills.

**Fridays** **5/5 & 5/19** **12:30PM - 2:00PM**

**Excel Intermediate**

Build upon your Excel skills by learning how to use basic formulas, editing and formatting worksheets. This Workshop will teach you how inserting charts that will reference multiple points, formatting with graphs, list references and more. Pre-Requisite: MS Excel Fundamentals or previous work in MS Excel and computer knowledge.

**Friday** **5/12** **10:00AM – 12:30PM**

**MS Word Intermediate**

Learn how to with features like formatting pages, custom margins, insert picture, tables and clip art. You can also learn how to design and formatting techniques to make various flyers, forms, and active reports. Make word work for you by understanding customization features and work related functions. Pre-Requisite: Previous Knowledge of MS Word Fundamentals or computer skills and understanding.

**Friday** **5/26** **10:00AM – 12:30PM**

**JOB SEARCH TOOLS:**

**Dependable Strengths**

If you struggle to articulate your value and what you have to offer an employer, you would greatly benefit from this workshop. Learn strength-based approach to articulating strengths and finding work you love! Learn to make contacts and use those contacts to help with your job search! Learn to articulate your worth to an employer! Be successful in interviews by conveying your worth!

**Friday** **5/26** **10:00AM – 12:00PM**

**Interview Skills**

Need to brush up on your interviewing skills? In this workshop, you will practice responding to typical interview questions and begin the necessary preparation to ace a job interview.

**Fridays** **5/5** **10:00PM – 12:00PM**

**Resume & Cover Letters**

Do you have a resume and cover letters that gives you results? This workshop will help give your resume and cover letter that boost to get the job you want! Creating such a powerful document is what this workshop teaches. How do I write a compelling cover letter? At the end of the class, you will be prepared to write your own cover letter and resume with confidence. Basic computer skills and or typing experience needed/preferred.

**Tuesday** **5/9** **10:00AM – 12:30PM**

**Ticket To Work Information Session**

For SSI and SSDI recipients – Learn about Social Security's Ticket to Work program and the services available to get back on the path to employment. Questions about how work will affect your benefits and medical coverage? The Disability Resource Coordinators will be available to answer questions and explain what to expect when you return to work.

**Tuesday** **5/2 & 5/16** **1:00PM – 2:30PM**

**Resume Critique**

This workshop provides resume critique and assistance from an employment specialist. Must have an electronic version of your resume, either on a flash drive or as an email attachment or in the body of the email. Must have 2 job descriptions of jobs you want to apply to. Limit 8 people per workshop.

**Friday** **5/12** **10:00PM – 12:00PM**

**Mock Interview**

You might have the best résumé ever, but if you don't interview well, it won't matter. Being able to handle a job interview is a necessity for any job seeker. In this workshop, you will learn valuable interviewing tips and have the chance to practice frequently in a supportive and realistic environment

**Friday** **5/19** **10:00AM – 12:00PM**

**OTHER SERVICES:**

**Express Credit Union**

Frustrated by the way banks treat you? Tired of paying for check cashing and **payday** loan fees? Need checking and savings accounts that work for you? Then check out Express—made up of members just like you! Express Credit Union offers Free Check Cashing, Checking & Savings Accounts, Fair Rates on Loans and Low-cost Money Transfers. To sign up come to the WorkSource affiliate Downtown directly.

**Mondays & Tuesdays** **Each week** **10:00AM – 4:00PM**

✚ **Please call (206) 436 - 8600 or sign up at the front desk if you are interested in attending these sessions \*\***